Index

A

AAC (Advanced Audio Coding), 197
Activity Monitor utility, 346–347
Address Book
    adding contacts, 168–169
    changing information for contacts, 170–171
    closing, 167
    deleting contacts, 169
    opening, 166
    organizing contacts into groups, 172–173
    starting email messages to contacts in, 167
Administrator account, 37
Advanced Audio Coding (AAC), 197
AirDrop, 306–307
AirPort Extreme, 13
albums (iPhoto), 236–237
Amazon.com (website), 199
antivirus software, 143, 324–325
App Store, 54–55
Apple Mail, 128–129
Apple's Bonjour, 177, 315
Apple's iCloud, 130, 146–147, 163
Application Switcher, 61
applications
    adding to Dock, 53, 282
    assigning to desktop, 285
    choosing for users, 38–39
    closing
        about, 53
        documents, 66–67
    creating documents, 64
    editing documents, 68–69
    forcing crashed, 348–349
    full screen, 58–59
    installing
        from App Store, 54–55
        from discs or Internet, 56–57
    Mac OS X Help System, 70–71
    opening
        from Applications folder, 53
        from Dock, 52
        from Launchpad, 52
    removing, 344–345
    running at login, 298–299
    saving documents, 27, 65
    switching
        using keyboard, 61
        using Mission Control, 62–63
        using mouse, 60
    uninstall utility, 345
    updating, 55
Applications folder, 53
appointments (iCal), 160–161
audio, chatting with buddies using, 182–183
Auto-Fix Red-Eye tool, 229
automatic login, 33, 328–329

B

Back to My Mac, 316–319
background (desktop), 278–279
backing up files, 340–341
blocking
    inappropriate content, 40–41
    incoming connections, 331
    people on iChat, 181
Bonjour (Apple), 177, 315
bookmarks, 116–117
Buddy List (iChat), 178–179
built-in firewall, 330–331
built-in Google Search feature, 118

C

cable connection, 9
calendars. *See* iCal
Camino, 105
CDs
    adding to iTunes Library, 196–197
    burning files to, 96–97
    creating, 208–209
    erasing, 98–99
charging devices, 17
chatting, 42–43. *See also* FaceTime; iChat
Chrome (Google), 105
ClamXav 2 (website), 325
colors, enhancing in iPhoto, 230–231
Column view (Finder), 77
commands
    giving from menus and toolbars, 20–21, 89
    keyboard shortcuts for, 21
    Secure Empty Trash, 337
    Show All History, 113
    voice, 296–297

COPYRIGHTED MATERIAL

compressing files and folders, 94–95
Confirm Additional Faces button, 243
connections
    blocking, 331
    external drives, 18–19
    to Internet, 8–9
    iPhones, iPads, and iPods, 16–17
    to network remotely via Back to My Mac, 316–319
    printers, 14–15
    to shared folders, 308–309
    to shared printers, 312–313
    to wired networks, 10–11
    to wireless networks, 12–13
contacts. *See* Address Book
cookies, 125
copy and paste, 87
copying
    files between folders, 86–87
    folders, 87
    text in documents, 69
corrupt preference files, 354–355
Cover Flow view (Finder), 77
crashes, 348–349, 353
credits, adding to movies, 272–273
cropping photos, 224–225, 269

D

De-noise slider, 231
desktop
    assigning applications, 285
    changing background, 278–279
    creating spaces, 284–285
    removing space, 285
    searching files and folders from, 80
Desktop folder, 75
devices, charging, 17
DHCP (Dynamic Host Configuration Protocol), 11
digital camcorders, importing video from, 254–255
digital cameras, 220–221, 256–257
disconnecting
    external drives, 19
    iPhones, iPads, and iPods, 17
    from wireless networks, 13
discs, installing applications from, 56–57
disk permission errors, 356–357
displays, adding, 288–289
Dock
    adding
        applications, 53, 282
        files and folders, 282, 295
    displaying
        in full-screen view, 59
        icons on, 282–283
    force quitting applications from, 348
    opening applications from, 52
    removing items, 283
    resizing, 283
    setting applications to run at login, 298
documents
    closing, 66–67
    copying text, 69
    creating, 64
    editing, 68–69
    opening, 66–67
    saving, 27, 65
Documents folder, 74
downloading files, 120–121
Downloads folder, 75
drives (external), 18–19
DSL connection, 9
DV tape camcorders, importing video from, 252–253
DVDs. *See also* media
    burning, 96–97, 209
    creating Mac OS X installation, 360–361
    erasing, 98–99
    regions, 215
    watching, 214–215
Dynamic Host Configuration Protocol (DHCP), 11

E

effects, adding in iPhoto, 232–233
email
    closing Apple Mail, 129
    controlling, 42–43
    creating notes, 148–149
    forwarding messages, 138–139
    junk mail, 150–151
    opening
        Apple Mail, 128–129
        messages, 135
    pharming, 323
    phishing, 323, 332–333

email *(continued)*
receiving
files, 142–143
messages, 134–135
replying to messages, 136–137
retrieving on any computer, 146–147
sending
files, 140–141
messages, 132–133
photos via, 244–245
setting up accounts, 130–131
spam, 150–151
starting messages to contacts in Address Book, 167
viewing messages by conversations, 144–145
Event (iMovie), 253
events, sorting photos into, 234–235
Exchange 2007/Exchange IMAP, 131
external drives, 18–19
extracting files and folders from Zip files, 95

F

faces, identifying in photos in iPhoto, 242–243
FaceTime
closing, 187
making calls, 188
opening, 186–187
receiving calls, 189
setup, 186–187
Fast User Switching, 32–35
Favorites, 75
files and folders
AAC files, 197
adding
to Dock, 282
folders to Privacy list, 295
backing up files, 340–341
burning files to CD/DVD, 96–97
compressing to Zip files, 94–95
connecting to shared folders, 308–309
copying
files between folders, 86–87
folders, 87
corrupt preference files, 354–355
creating folders, 84–85
Desktop folder, 75
Documents folder, 74
downloading files, 120–121
Downloads folder, 75
erasing CDs/DVDs, 98–99
extracting from Zip files, 95
Finder views, 76–77
importing video from files, 258–259
Movies folder, 75
moving files between folders, 88–89
MP3 files, 197
Music folder, 75
naming folders, 84–85
Pictures folder, 75
Quick Look preview, 78–79
receiving
files on iChat, 185
files via email, 142–143
recovering files from Time Machine backup, 342–343
renaming, 90–91
saving searches in Smart Folders, 82–83
searching
from desktop, 80
from Finder window, 80–81
sending
files on iChat, 184
files via email, 140–141
sharing folders on network, 310–311
Spotlight, 80–81
transferring files using AirDrop, 306–307
Trash folder, 100–101
viewing
files, 74
information, 92–93
Finder, 76–77, 80–81
firewall (built-in), 330–331
FireWire, 18–19
Fit to Screen option, 279
folders. *See* files and folders
Force Quit Applications dialog, 348–349
Forward as Attachment command (email), 139
full screen applications, 58–59
full screen movies, 203

G

getting started
closing windows, 23
connecting
external drives, 18–19
to Internet, 8–9

iPhones, iPads, and iPods, 16–17
printers, 14–15
to wired networks, 10–11
to wireless networks, 12–13
giving commands from menus and toolbars, 20–21
hiding windows, 23
logging in, 6–7
logging out, 26–27
minimizing windows, 23
moving windows, 22
opening windows, 22
resizing windows, 22
setup, 4–5
shutting down, 27
Sleep mode, 24–25
starting iMac, 6–7
zooming windows, 22–23
Google Chrome, 105
Google Search feature (built-in), 118

H

hard disk, repairing, 362
hardware, 4, 323
hiding windows, 23
History list, 112–113
home page, changing, 114–115
Home Sharing, 194–195
hot corners, 286–287
hub (USB), 17

I

iCal
closing, 155
creating
appointments, 160–161
calendars, 158–159
navigating, 156–157
opening, 154–155
sharing calendars, 162–163
subscribing to calendars, 164–165
iChat
blocking people, 181
Buddy List, 178–179
chatting
with buddies using audio and video, 182–183
with buddies using text, 180–181
closing, 177
log collection, 49
opening, 176–177
receiving files, 185
sending files, 184
iCloud (Apple), 130, 146–147, 163
Icon view (Finder), 76
icons, 77, 282–283
iMac. *See also specific topics*
starting, 6–7
waking from Sleep mode, 25
iMovie
adding
still photos to movie projects, 268–269
titles and credits, 272–273
transitions between video clips, 266–267
closing, 251
creating
movie projects, 260–261, 264–265
soundtracks, 270–271
cropping photos, 269
events, 253
importing
video from digital camcorders or iPhones, 254–255
video from digital cameras, 256–257
video from DV tape camcorders, 252–253
video from files, 258–259
opening, 250
saving changes in, 251
selecting video footage, 262–263
sharing movies on YouTube, 274–275
stabilization, 255
importing
photos from digital cameras, 220–221
video
from digital camcorders or iPhones, 254–255
from digital cameras, 256–257
from DV tape camcorders, 252–253
from files, 258–259
inappropriate content, blocking, 40–41
incoming mail server, 131
installing applications, 54–57
Intego's VirusBarrier Express, 324–325
Internet
attacks, 323
choosing security settings, 124–125
connections, 8–9
downloading files from, 120–121
installing applications from, 56–57
radio stations, 210–211

IP address, 11
iPads, 16–17
iPhones, 16–17, 254–255
iPhoto
    adding effects, 232–233
    browsing photos, 222–223
    closing, 219
    creating
        albums, 236–237
        slideshows, 238–241
    cropping photos, 224–225
    enhancing colors, 230–231
    identifying faces in photos, 242–243
    importing photos from digital cameras, 220–221
    opening, 218–219
    playing video in, 257
    removing red-eye, 228–229
    rotating photos, 226–227
    sending photos via email, 244–245
    sorting photos into events, 234–235
    straightening photos, 226–227
    taking photos/video of yourself, 246–247
iPods, 16–17
iSight, 183
iTunes
    adding CDs to Library, 196–197
    closing, 193
    creating playlists with, 206–207
    opening, 192
    shrinking, 200

J

junk mail, 150–151

K

keyboard
    controlling, 290
    exiting full-screen display from, 59
    navigating with, 111
    switching applications using, 61
keyboard shortcuts, 21, 157

L

Launchpad, opening applications from, 52
links, following, 107
Lion, upgrading from Snow Leopard, 358–359
List view (Finder), 76
Locked setting, 93
logging in
    about, 6–7
    iCloud, 147
    running applications at, 298–299
    setting time limits for, 44–45
logging out, 26–27
Login window, displaying, 35

M

Mac, adding printers shared by, 312
Mac OS X
    Help System, 70–71
    reinstalling, 363
Mac OS X Lion, creating installation DVDs, 360–361
Magic Mouse, 287
Magic Trackpad, 287
malevolent software, 143, 322
Managed user, 47
media
    adding CDs to iTunes Library, 196–197
    buying songs online, 198–199
    closing iTunes, 193
    creating
        custom CDs, 208–209
        playlists, 204–207
        playlists with iTunes, 206–207
    Internet radio stations, 210–211
    opening iTunes, 192
    playing
        songs, 200–201
        videos, 202–203
    podcasts, 212–213
    setting up Home Sharing, 194–195
    watching DVDs, 214–215
menu commands, 20–21, 89
messages. *See* email
Mini DisplayPort-to-DVI connector, 288
Mini DisplayPort-to-VGA connector, 288
minimizing windows, 23
Mission Control, 62–63, 286–287
MobileMe account, 177
More Gestures tab, 291
More Info section, 93
mouse
    controlling, 290–291
    switching applications using, 60
    USB, 5

movies. *See* iMovie
Movies folder, 75
MP3 files, creating, 197
music. *See* media
Music folder, 75

N

naming folders, 84–85
narration, adding to movies, 271
networks
    connecting
        remotely via Back to My Mac, 316–319
        to shared folders, 308–309
        to shared printers, 312–313
    sharing
        folders, 310–311
        printers, 314–315
    transferring files using AirDrop, 306–307
    wired, 10–11
    wireless, 12–13
news feeds, 122–123
Norton Internet Security (Symantec), 325
notes, creating, 148–149

O

organizing
    bookmarks, 117
    contacts into groups in Address Book, 172–173
    playlists, 205

P

parallel port, 15
parallel-to-USB adapter cable, 15
parental controls, enabling, 36–37
passwords, 31, 47
pharming attacks, 323
phishing, 323, 332–333
Photo Booth, 247
photos. *See* iPhoto
pictures. *See* iPhoto
Pictures folder, 75
Ping sidebar, 193
playlists, 204–207
podcasts, 212–213
POP (Post Office Protocol), 131
pop-up windows, 125
Post Office Protocol (POP), 131
power outages, 25, 323
Print & Scan Preferences, 312
printers
    connecting to iMac, 14–15
    connecting to shared, 312–313
    sharing on network, 314–315

Q

Quick Look preview, 78–79

R

radio stations (Internet), 210–211
red-eye, removing in iPhoto, 228–229
Redirect command (email), 137
region (DVD drive), 215
reinstalling Mac OS X, 363
restrictions, applying to users, 46–47

S

Safari
    closing, 105
    customizing tabs and windows, 109
    opening, 104
    opening news feeds from, 122
    tabs and windows, 109
screen preferences, 292–293
screen saver, setting up, 280–281
Screen Sharing, 316–319
screens, recovering from freezing, 352
Scroll & Zoom tab, 291
scrolling, 69
searching
    files and folders
        from desktop, 80
        from Finder window, 80–81
    saving searches in Smart Folders, 82–83
    for songs, 200
    for web pages, 118–119
Secure Empty Trash command, 337
security
    built-in firewall, 330–331
    choosing Internet settings, 124–125
    disabling automatic login, 328–329
    downloading files, 121
    installing antivirus software, 324–325
    phishing, 323, 332–333
    scanning for viruses, 326–327
    threats, 322–323

Send Again command (email), 137
setting(s)
    Internet security, 124–125
    time limits for logging on, 44–45
setup
    about, 4–5
    email accounts, 130–131
    FaceTime, 186–187
    Home Sharing, 194–195
    screen saver, 280–281
sharing
    applying restrictions to users, 46–47
    blocking inappropriate content, 40–41
    calendars in iCal, 162–163
    choosing applications for users, 38–39
    configuring for multiple users, 32–33
    controlling email and chat, 42–43
    creating user accounts, 30–31
    enabling parental controls, 36–37
    with Fast User Switching, 34–35
    folders on network, 310–311
    movies on YouTube, 274–275
    printers on network, 314–315
    setting time limits for logging on, 44–45
    tracking user actions, 48–49
Sharpness slider, 231
shortcuts (keyboard), 21, 157
Show All History command, 113
shutting down, 25, 27, 35
sidebar, 75, 83, 193
Simple Finder, 39
size
    email attachment, 141
    photo, 245
Sleep mode, 24–25, 300–301
slideshows, creating in iPhoto, 238–241
Smart Albums, 236–237
Smart Folders, 82–83
Smart Playlists, 206–207
Snow Leopard, upgrading to Lion, 358–359
software
    antivirus, 143, 324–325
    malevolent, 143, 322
Software Update utility, 302–303, 338–339
Sound Check feature, 208
sound effects, adding to video clips, 271
soundtracks, creating in iMovie, 270–271
spam (email), 150–151
Spotlight, 80–81, 294–295
stabilization (iMovie), 255
Standard account, 37
stationery (email), 133
Symantec's Norton Internet Security, 325
system memory, checking, 347
System Preferences, 298–299

T

tabs (Safari), 109
tags, 275
Target Display mode, 289
text
    chatting with buddies using text, 180–181
    in documents, 68–69
Thunderbolt, 18–19
Time Capsule, 13
time limits, setting for logging in, 44–45
Time Machine, 340–343
titles, adding to movies, 272–273
toolbars, giving commands from, 20–21
trackpad, controlling, 290–291
transitions, adding between video clips, 266–267
trash, emptying, 336–337
Trash folder, 100–101
troubleshooting
    Activity Monitor utility, 346–347
    backing up files, 340–341
    corrupt preference files, 354–355
    creating Mac OS X Lion installation DVDs, 360–361
    disk permission errors, 356–357
    emptying trash, 336–337
    forcing crashed applications, 348–349
    recovering
        from detected crashes, 353
        files from Time Machine backup, 342–343
        from screen freezing, 352
    reinstalling Mac OS X, 363
    removing applications, 344–345
    repairing hard disk, 362
    reverting back to previous versions, 350–351
    updates, 338–339
    upgrading from Snow Leopard to Lion, 358–359

U

unauthorized access, 322
uniform resource locator (URL), 106
uninstall utility, 345
uninterruptible power supply (UPS), 323
Universal Access features, 292–293
updating
    applications, 55
    shared calendars, 165
    troubleshooting, 338–339
upgrading from Snow Leopard to Lion, 358–359
UPS (uninterruptible power supply), 323
URL (uniform resource locator), 106
USB drive, 361
USB external drives, 19
USB hub, 17
USB mouse, 5
user accounts, 5, 30–31
user names, 7
users
    applying restrictions to, 46–47
    choosing applications for, 38–39
    choosing passwords for, 31
    configuring for multiple, 32–33
    tracking actions, 48–49

V

video. *See also* media
    adding transitions between clips, 266–267
    chatting with buddies using, 182–183
    creating movie projects from clips, 264–265
    importing
        from digital camcorders or iPhones, 254–255
        from digital cameras, 256–257
        from DV tape camcorders, 252–253
        from files, 258–259
    playing in iPhoto, 257
    selecting footage in iMovie, 262–263
video chat, 182–183
views (Finder), 76–77
VirusBarrier Express (Intego), 324–325
viruses, 143, 322, 326–327
voice commands, 296–297

W

waking iMac from Sleep mode, 25
Wal-Mart Stores, Inc. (website), 199
web pages
    navigating, 110–111
    opening, 106, 108–109
    searching for, 118–119
web surfing
    changing home pages, 114–115
    choosing security settings, 124–125
    closing Safari, 105
    creating bookmarks, 116–117
    downloading files from Internet, 120–121
    following links, 107
    History list, 112–113
    navigating web pages, 110–111
    opening
        news feeds from Safari, 122
        news feeds from websites, 123
        Safari, 104
        several web pages, 108–109
        web pages, 106
    organizing bookmarks, 117
    searching, 118–119
websites. *See also specific websites*
    connecting securely to, 333
    opening news feeds from, 123
Wi-Fi, 12–13
windows
    closing, 23
    displaying open, 62
    hiding, 23
    locating, 23
    minimizing, 23
    moving, 22
    opening, 22
    resizing, 22
    Safari, 109
    zooming, 22–23
Windows PC, adding printers shared by, 313
wired networks, 10–11
wireless networks, 12–13
Wireless-N, 13

Y

YouTube, 274–275

Z

Zip files, 94–95
zooming windows, 22–23